



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

10/10/13

Lori Brockett
1422 Agency St
Burlington IA 52601

Dear Lori,

This letter is in regards to the 10/9/13 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow.

Lori had 10 children present with her assistant when this worker started the visit. Lori raised her numbers to 15 children after 5 children had come off of the bus shortly after 1:30 pm. Lori was informed that she was over numbers by 2 preschool-aged children and 1 school-aged child. Lori became number compliant by 3:00 pm when this worker left the visit. There were 6 preschool-aged children and 6 school-aged children present when this worker left the home. Lori will remain numbers compliant for the amount of children she is able to have at any given time.

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Lori needs to update her contact sheet.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Lori needs to place items in bathroom labeled "Keep Out Of Reach of Children" in higher inaccessible area for children.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Lori needs to repair or replace step of Little Tikes Slide on porch that has jagged edge on it.

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

Casandra needs to remove boat gas tank and dog feces from her outdoor play area.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Lori needs to add date checked on form.

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Lori needs to show documentation of current annual exam for one dog.

- ☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Lori needs to show documentation of her procedures on how she would care for mildly ill children that become sick while in her care (prior to their parents coming to pick them up.)

- ☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

- ☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

Lori needs to show documentation of a current physical for Nicole and proof of current immune status for Dtap for Nicole and Kamryn.

- ☐ 110.5(2)d An individual file is maintained for each substitute and contains:

- ☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

Lori needs to show proof of current immune status for Dtap for Kamryn.

- ☐ 110.5(3) Activity Program.

- ☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

See 110.5(1) h.

- ☐ 110.5(8) Children's Files

- ☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

- ☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Need update for K.A. (4), K.A. (7), J.C., C.H., T.H., K.H., A.M., E.M., A.R., L.R., S.S., A.T.

- ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Need update for K.A. (4), K.A. (7), J.C., C.H., T.H., K.H., A.M., E.M., A.R., L.R., S.S., A.T.

- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Need update for K.A. (4), K.A. (7), J.C., C.H., T.H., K.H., A.M., E.M., A.R., L.R., S.S., A.T.

- ☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Need school aged health status for C.H.

- ☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Need updated physical for O.G.

- ☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Need updated school-aged health status forms for K.A. (7), T.H., K.H., A.M., E.M., L.R.

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Need update for K.A. (4), K.A. (7), J.C., C.H., T.H., K.H., A.M., E.M., A.R., L.R., S.S., A.T.

- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Need updated form for A.R., S.S.

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Need update for K.A. (4), K.A. (7), J.C., C.H., T.H., K.H., A.M., E.M., A.R., L.R., S.S., A.T.

- ☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

- ☐ 110.9(1)a Not more than six preschool children present at any one time including infants.

Lori had 10 children present with her assistant when this worker started the visit. Lori raised her numbers to 15 children after 5 children had come off of the bus shortly after 1:30 pm. Lori was informed that she was over numbers by 2 preschool-aged children and 1 school-aged child. Lori became number compliant by 3:00 pm when this worker left the visit. There were 6 preschool-aged children and 6 school-aged children present when this worker left the home. Lori will remain numbers compliant for the amount of children she is able to have at any given time.

- ☐ 110.9(1)c Not more than four additional school-age children.

Lori had 10 children present with her assistant when this worker started the visit. Lori raised her numbers to 15 children after 5 children had come off of the bus shortly after 1:30 pm. Lori was informed that she was over numbers by 2 preschool-aged children and 1 school-aged child. Lori became number compliant by 3:00 pm when this worker left the visit. There were 6 preschool-aged children and 6 school-aged children present when this worker left the home. Lori will remain numbers compliant for the amount of children she is able to have at any given time.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 11/25/13.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **11/25/13**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).